 Missouri Department of Natural Resources Administrative Policies and Procedures		
Chapter 5 Employee Benefits		
Policy: Holidays	Effective date	Revised
Number: 5.06	February 22, 2002	April 2, 2002

State law and the Governor's Office establish holidays for employees of the Department of Natural Resources. Holidays will be administered according to the provisions of this policy.

DEFINITIONS

Pay status: The time an employee works that is monetarily compensated. This includes time off taken as: a holiday, sick leave, annual leave, or any other type of paid leave.

GENERAL PROVISIONS

Department employees will observe holidays as stated by state law, gubernatorial memorandum or proclamations and departmental memorandum.





All full-time employees will receive credit for the same number of holidays regardless of their work schedules. Employees who are required to work on a holiday because of the need to continue essential services will be granted equal compensatory time off.

State retirees that are re-hired with the department as hourly and intermittent employees are not eligible for holiday pay. The Missouri State Employees Retirement System (MOSERS) considers holiday pay to be a state provided benefit. A retiree cannot earn benefits; otherwise he/she will lose his/her retirement benefits.

All full-time employees receive eight (8) hours of time off with pay for each holiday. Those employees who work a schedule of more than eight (8) hours in a day will be required to adjust their work week, or to use annual leave, sick leave (if appropriate), compensatory time, or leave without pay to offset the additional hours off. Applications for leave must be submitted prior to the holiday to insure services are met for the day.

All part-time employees who are in pay status will receive credit for holidays as follows:

1 Holiday in Pay Period	
In pay status (including holiday)	Time off with pay for holiday
0 – 35 hours	None
36 – 53 hours	4 hours
54 – 71 hours	6 hours
72+ hours	8 hours

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2 Holidays in Pay Period	
In pay status (including holiday)	Time off with pay for holiday
0-31 hours	None
32-48 hours	8 hours
49-63 hours	12 hours
64+ hours	16 hours

When a holiday falls within a period of annual leave or sick leave taken by an employee, the employee will not be charged annual leave or sick leave for that day. An employee who is scheduled to work on a holiday but does not report to work due to illness will not be charged sick leave.